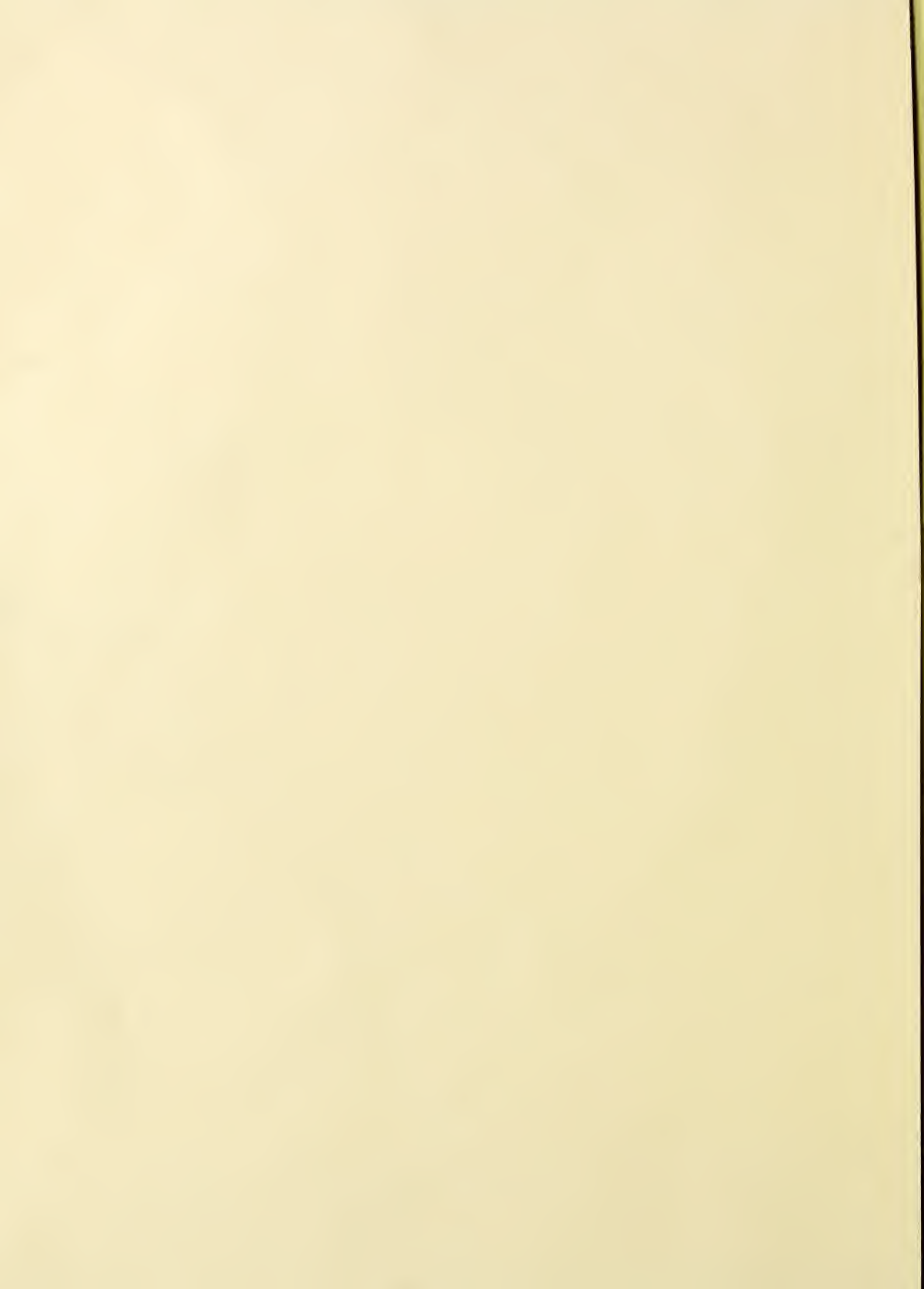


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

April 9, 1942

ADMINISTRATOR'S MEMORANDUM NO. 8

Activity of AMA Representatives Outside of the United States

Secretary's Memorandum No. 992, dated March 12, 1942, requests that all future plans and proposals involving departmental activity outside the United States, its territories, and insular possessions, be cleared through the Office of Foreign Agricultural Relations. In the Agricultural Marketing Administration this applies particularly to representatives of the Administration in Hawaii, Puerto Rico, Iceland, and elsewhere.

The following information suggested by the Secretary of State should be included in presenting plans for carrying on activity outside the United States:

- (a) the name of the project and country or countries to be visited,
- (b) the names of the proposed representatives with a brief biographical sketch of each, along with a statement as to what investigation has been made of the loyalty and responsibility of each,
- (c) the complete itinerary,
- (d) a description of operations and objectives of the project,
- (e) the relation of the project to those in the same field carried on by other agencies of this Government,
- (f) any expressions of interest on the part of the governments of the countries to be visited,
- (g) the proposed instructions to be given to these representatives, and
- (h) the manner in which it is proposed that salary, travel and contingent expenses of such representatives are to be paid.

I am designating Mr. Frederick C. McMillen, Chief, Personnel Division, to have general responsibility for assuring compliance with this memorandum. All proposals for operations outside the United States shall be cleared with him.


Administrator

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